

DSB Travel Request Form

Meeting DSB Task Force on Defense Biometrics
Date / Location: 2 May 2006 / SAIC Arlington,
VA

Your Name: _____

☐ I will NOT attend **(nothing further to fill out)** _____

☐ I will attend this meeting (check only one below for your travel)

☐ **No orders are requested, I will not claim travel expenses. (nothing further to fill out)**

A. Travel Reservations with Carlson Wagonlit Travel (CWT)

Procedures for Making DSB Airline Reservations with Carlson Wagonlit Travel (CWT)

(1) Call 1-800-756-6111 for reservations. Advise booking agent you will have travel orders through DSB at Pentagon.

(2) Tell the booking agent to email your Itinerary to DSBOffice@osd.mil _____

(3) **Write down your CWT Reservation Confirmation code in this box** _____

Procedures for Checking Status of Travel Orders & Tracking Your E-Ticket Issue by CWT

(1) **If you haven't received a copy of your orders 5 business days before travel, call the DSB Office (703-695-4157).**

(2) After receiving travel orders, check online at www.virtuallythere.com for your E-Ticket status (requires your CWT confirmation code and use DSBOffice@osd.mil when asked for a password).

Call the DSB Office if no E-ticket has been issued 1 business day before travel.

B. Your SSN _____ Home Address _____

C. Your Fax Number or Email (DSB will fax / email your _____)

D. I will depart from _____

(city, state, zip) _____

(date). E. _____

F. I will return to _____

(city, state, zip) _____

Notes on Invitational Travel Orders:

(1) You are **STRONGLY ADVISED** to use the government travel agency, Carlson Wagonlit Travel. **If you choose not to do so, please be advised that the government can only reimburse you for an amount equal to be the applicable round trip government airline fare between your point of departure and the meeting location.**

☐ **I am NOT be using Carlson Wagonlit for my airline reservations.**

Ver. 3.0 Apr 06

(2) **Rental Cars and use of Non-Contract Carriers are NOT authorized.**

Please Fax (703-697-1860) or Email (karl.donerson@osd.mil) this form to Karl Donerson in the DSB O